REGISTRATION IN MYUFL: KEY TERMS QUICK REFERENCE GUIDE

ENROLL

Add a class to a student's course load

DROP

Remove a class from a student's course load

ACTION DATE (O.U.R. ONLY)

Allows for a staff member to take an action on a particular date other than today's date. Usually used for retroactive course enrollments (enrolling students outside of the university's scheduled enrollment window).

SUCCESS OR MESSAGES

Both mean the action was completed successfully

MESSAGES

When you see Messages as a status, it is because the system did something automatically. Generally, this is seen when enrolling students in courses that have a Writing Requirement. Messages can also be seen when dropping a student from a course after the drop/add deadline.

ERRORS

Means the system was unable to process the transaction. Click the Errors link for more details on the error type and how to resolve it.

REQUIREMENT DESIGNATION OVERRIDE

Used to override a course's requirement designation (used for designating whether a course meets a math or writing requirement).

CAREER OVERRIDE

Allows the override of the required career that the student must be to enroll in this course. This override generally will not need to be used since cross-career enrollment should be allowed in the rules of Academic Structure.

APPOINTMENT OVERRIDE

Allows an override of the student's assigned appointment time. Used in cases where students should be enrolled in a certain class before their appointment time but not all classes (where changing their appointment times would be more appropriate).

UNIT LOAD OVERRIDE

Allows an override of the student's maximum class load capacity (usually 18 credits for undergraduate students)

TIME CONFLICT OVERRIDE

Allows for a class to be put on the student's schedule even if there is a class that meets at the same time already on the schedule

CLOSED CLASS OVERRIDE

Allows for a class to be put on the student's schedule even if the class is full (this will only allow up to 5% over the room capacity)

CLASS PERMISSION OVERRIDE

Allows for a class to be put on the student's schedule even if the class is departmentally controlled

REQUISITE OVERRIDE

Allows for a class to be put on the student's schedule even if the student has not completed a required perquisite course

UNIT TAKEN

Allows you to specify the units necessary for a course

WAITLIST

When class occupancy is full, an eligible student can select the waitlist option to enroll in the class if a seat becomes available. Colleges and departments may add students to waitlists and change waitlist position numbers for students.

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu